



PURPOSE:

The purpose of this policy is to establish the rules and regulations that students at Emirates Future Int'l Academy must follow during educational activities that occur at school.

POLICY STATEMENT:

1. All students are entitled to feel safe and secure at school. They have the right to learn in a positive classroom environment. Students who disrupt learning activities or engage in behavior that could result in harm being committed to another individual on the school premises or during activities that take place off the school campus will be subject to established disciplinary procedures.
2. All students will demonstrate an attitude of care, respect and responsibility towards themselves, staff members, other students, and the school's property. They must also learn to accept the consequences of their actions.
3. School staff will ensure that a student understands parameters of acceptable behaviors within the school community. While implementing effective disciplinary plans, school staff will exhibit respectful behavior and supportive attitude.
4. The school believes that school life will provide students with learning experiences where they can acquire self-discipline.
5. Those who constantly need to be reminded of their responsibilities and who breach the school regulations will be subject to more severe disciplinary measures as per policy of the school.
6. The Code of Student Conduct is a guide for students and the larger school community. Teachers, supervisors, and members of the Administration must implement the Code of Student Conduct consistently and uniformly. Parent conferences must take place to discuss all disciplinary matters.
7. The canteen is open prior to start of classes and during break time.
8. Students must use the canteen in their assigned area of the school.
9. Students must follow all policies concerning behavior and respect to school property while in the canteen and while on break.
10. Students must be respectful of workers, students, and other staff members while waiting to purchase items from the canteen and while on break.
11. Students are responsible to place waste in the correct bins in the canteen.
12. Students cannot bully others while waiting in the lineup in the canteen and during break time.

SCHOOL RULES AND REGULATIONS

Discipline in the Classroom, Gymnasium, Assemblies, or Trips

1. While in class, students must exhibit a high level of discipline.
2. Students must wear the designated school uniform every day.
3. All students must be punctual, respectful, and display acceptable behavior.
4. Students of (KG-6) will form an orderly line outside the classroom after assembly and break times.
5. Students of (G7-12) must return quietly and respectfully directly to their classes after assembly, break times, and any special program that takes place during school hours.





6. **Trips:** Students are required to follow the established rules of EFIA including bus safety rules, and responsible use of electronic devices (in coordination with the ICT Policy)
7. Students cannot bring glass bottles to school.
8. Students cannot chew gum at school.
9. Students cannot bring corrector fluid to school.
10. Students cannot deface any item of school property. The application of penalties will occur.
11. Students must not leave their desks or talk without the teacher's permission.
12. Blackboards, whiteboards and interactive boards are for the teacher's use. Students may only use them when directed by their teachers.
13. Visitors cannot enter student areas. Visitors must meet teachers, supervisors, Heads of Section or other members of the school administration in the Parent Rooms only. These meetings must be by scheduled appointment.
14. Students cannot leave the classroom during lessons, except in an emergency.
15. Late students cannot enter the classroom without a tardy note from the Administration.
16. Students should go through the following steps to deal with problems. Matters should be dealt with by the following individuals, in the following sequence:
 - The subject teacher
 - The child's Grade Advisor
 - The child's Supervisor
 - The HOS responsible for the child's grade level
 - A member of the higher administration of the school
17. Students must respect other students, teachers, members of the administration, workers, and themselves.
18. Class Advisors are responsible for the seating plan of the students in each classroom.
19. Lists of students taking each subject should be available in the daily attendance sheet. Teachers must check these lists at the beginning of each lesson.
20. Students are responsible for catching up on missed schoolwork due to excused absences.
21. Each student must tidy his or her area of the classroom prior to the end of each period.
22. Students cannot leave the classroom before the end of the school day. The only exceptions are scheduled specialized doctor visits, with prior school notification.
23. All school staff including teachers, coordinators, and supervisors are responsible for implementing the above policy.

Discipline in the Library

1. Teachers, librarians and students should aim to promote a quiet working environment in the libraries.
2. Students must not bring food or drinks into the library.
3. There should be no talking in the library.
4. Students of senior classes can visit the library during free classes. However, their HOS/Supervisor must make prior arrangements with the librarians.
5. Students must show respect and care when handling library books.
6. Borrowing of books should not exceed more than two weeks.

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7. There is a penalty for lost or damaged library books.
8. Students must not be in the Library unless a Librarian is present.
9. Students who consistently misbehave while in the library will be prohibited from using the library in the future. Parents will be contacted. Conferences will take place to inform a parent of the infraction.
10. iPad and computer use must comply with the Computer ICT Policies.
11. The Librarian, Assistant Librarian, and class teachers are responsible for the implementation of the above policy.

Rules for the Administration Area, Staffrooms, Heads of Sections' Offices

While in the Administration, students must exhibit a high level of discipline.

1. Students cannot enter the administration areas alone.
2. Students cannot wait in the reception area before or after school hours, unless requested by a member of the Administration.
3. Students cannot enter the HOS's office unless required by a HOS's or another member of the Administration.
4. Staff should not allow students in the staffrooms.
5. Students must have a note of referral from the Class Teacher to enter the Main Administration area or visit the Principal or Vice Principal.

Discipline in the Labs Science Labs

Students must abide by the following rules and regulations when using the science laboratories in the school. These rules and regulations ensure the safety and securing of students when they are participating in lab activities.

1. A teacher is the only individual who can open a science laboratory. A teacher or lab technician must be present in the science laboratory at all times.
2. Students cannot run or play in the labs.
3. Students must wear sensible shoes and safety glasses as advised by the lab instructor.
4. Students must follow instructions carefully and ask their teacher to explain unclear details regarding the science experiments that they are completing.
5. Students must report all spillages of materials and breakages of equipment. They must never look directly into a test tube or point a test tube at anyone.
6. Students must not play with electrical switches or chemicals found in the lab.
7. Students must tidy their work areas before they leave the lab.





ATTENDANCE AND ABSENCE

PURPOSE:

To conform to Policy 54: Attendance and Policy 55: Absence of the ADEK Private Schools Policy and Guidance Manual (2014-2015), corresponding to Article (59) and (60) of the Organizing Regulations.

To set out EFIA's expectations in relation to full attendance at school by all students without exception, through a clear policy and effective communication with Parents/Guardians.

POLICY STATEMENT:

1. Emirates Future Int'l Academy seeks to instill in students a sense of personal responsibility. Students shall understand that regular attendance at school leads to academic growth and the importance of exhibiting committed behavior when participating in activities for which they are responsible.
2. Students are expected to attend school every school day as specified in the School Calendar.
3. Students shall arrive at school punctually every day, attend Morning Assembly, and attend classes on time.
4. Parents/Guardians are active partners with the school regarding their child's attendance and punctuality. They must ensure that their child attends school every day and arrives on time with their books and equipment and dressed in the proper school uniform.
5. Emirates Future Int'l Academy will keep accurate and complete attendance records for each student, including timely or late arrival to school.
6. Emirates Future Int'l Academy seeks to achieve the following goals:
 - To ensure a high percentage of attendance and high academic achievement
 - To reduce tardiness in coming to school or returning to class after break
 - To minimize the arrangement of trips scheduled during school hours
 - To discourage absences during exams
 - To prevent students from taking days off before a long holiday
 - To keep accurate and up to date records of attendance
 - To communicate effectively with parents regarding absence and punctuality
7. If a student needs to be absent from school for a particular day, Parents/Guardians must inform the school.
8. When a student returns after an absence Parents/Guardians need to send a signed note to the Supervisor indicating the reason for the student's absence.
9. Students are responsible for completing all assignments missed during their absence.
10. Parents/Guardians should seek to ensure that family vacations take place during scheduled school holidays.
11. Parents/Guardians are strongly encouraged to ensure that their children have full attendance.
12. Students will receive a Certificate of 'Perfect Attendance' if they achieve full attendance throughout the academic year. These students are recognized at the Morning Assembly.





13. Administration will notify the parents of absent students on a daily basis.
14. A student absent due to a medical reason must produce a HAAD sick leave or certified, valid medical certificate.

EXCUSED ABSENCES

- HAAD sick leave or medical leave recommended by physician
- Religious leave on certain occasions
- Representing the school in sports events
- Appearing in exams like TOEFL, SAT 1 and SAT 2.
- An authentic letter signed from parents for one-day leave.

UNEXCUSED ABSENCES

Any absence without an accepted legitimate excuse will be considered as unexcused absence. The following types of absences will be regarded as unexcused:

1. Shopping trips
2. Unnecessary travel
3. Other types of absences not included in the excused absence list

Unexcused absences should not exceed 2 days per month, or 14 days per year (non-continuous), or one week continuous.

15. Students are considered to be truant if they are absent from school without their Parents'/Guardians' knowledge or consent, or if Parents/Guardians have colluded with the student so they are absent without authorization. The School will immediately inform the students' Parents/Guardians of incidents of truancy and will hold discussions with them and the students and closely monitor the student's attendance. The School will also investigate thoroughly and apply the Code of Conduct in such cases.
16. If an absence is excused, the student has the right to make up the work and any assignments that were missed. If an absence is unexcused, a student does not have the right to make up the missed homework and/or assessments. The School will agree with the Parents/Guardians on the appropriate course of action pending completion of the investigation into the circumstances of the absence.
17. **Ten percent absence per year can lead to grade retention. Students who exceed the maximum limit of absences allowed may be required to repeat the year. In serious cases, the ADEK receives the names of these students.**
18. **The School can expel a student in case there is an unexcused absence for ten days continuously, or fifteen days non-continuously, during the academic year on the condition that the school has already issued three warning letters, such that a warning letter is sent every three days. Additionally, the expulsion order must be issued by the School Director and approved by ADEK and the Parent/Guardian is informed.**
19. Parents/Guardians who plan to have their children miss several days of school (whether excused or unexcused) are required to notify the school at least ten days before the anticipated absence, in order to allow teachers time to prepare the list of assignments that





will be missed during the absence.

20. The student or Parent/Guardian shall be responsible for contacting the Administration to learn of all assignments and tasks given to the student. These assignments must be completed by the student and returned to the relevant teachers either before leaving or shortly after returning from the absence.

ATTENDANCE REGULATIONS

1. Students should arrive at school **at 7:25 a.m. and leave at 2:05 p.m.**
2. Students arriving after 8:00 a.m. should be accompanied by a parent/guardian in order to enter school. Any student without a note will receive an unexcused absence.
3. The School will excuse students for being late in the morning during days with adverse weather conditions (e.g. heavy fog).
4. Students are not allowed to leave school during school hours unless on an approved supervised school trip or with a note from the School Clinic or an external clinic due to illness at school. In other circumstances, a Parent/Guardian must present a note in order for a student to receive permission to leave the school and sign out their child.

CLASS ATTENDANCE

1. Students should carry a Pass Card from their teacher if they need to leave the classroom during lesson time. A Student is tardy if he/she arrives to class late and does not have a Pass Card.
2. Teachers must record student attendance every period at the beginning of each lesson.
3. The subject teacher must record student's attendance in the Absence Book, at the beginning of each lesson.
4. Class teachers must call parents due to student absences of two consecutive days. Parents receive an SMS when a student is absent or late to school.
5. Teachers must record the names of students who do not turn up for class. They must report the names of these students to the Supervisor immediately. Late comers who repeatedly arrive late for class will face consequences as per the Code of Conduct.
6. The teachers are responsible for the effective use of class time by the students.





ANTI-BULLYING

What is bullying?

1. 'Behavior, usually repeated overtime, that intentionally hurts another individual or group, physically or emotionally. One person or a group can bully others'. Bullying can take lots of different forms and children and young people can be targeted for a number of reasons. Sometimes children and young people do not realize that what is happening to them.
2. Bullying and its types are:
 - Physical- Kicking, hitting, pushing, taking and damaging belongings.
 - Verbal- Name calling, taunting, mocking, making nasty comments, making threats.
 - Emotional – Leaving people out or deliberately ignoring, gossiping, spreading rumors.
 - Cyber bullying- Bullying using text messages or phone calls, picture or video clips on phones, instant messenger, email, chat rooms, and websites.
 - Racist or religious- Includes verbal and physical, in addition racist jokes, and graffiti, also refusing to play with people from different ethnic or socioeconomic background.
 - Sexual or sexist – Includes abusive name calling, gestures, comments about appearances, innuendos, and propositions
 - Special educational needs / disabilities – bullying will focus directly on the disability or impairment of the victim.

Bullying impacts on more people than the individual that is being bullied, it can also have a negative impact on the bystanders, friends and families or involved. There may be underlying reasons why the person displaying bullying behavior, is acting in this manner that needs to be addressed. No child or young person should have to tolerate bullying behavior and as an adult working with children or young people, it is your responsibility to safe guards them against such incidents.
3. Warning Signs – There are many warning signs that may indicate that someone is affected by bullying – either being bullied or bullying others.

Recognizing the warning signs is an important first step in taking action against bullying. Not all children who are bullied or are bullying others ask for help. It is important to talk with children who show signs of being bullied or bullying others. These warning signs can also point to other issues or problems, such as depression or substance abuse. Talking to the child can help identify the root of the problem.

 - Signs indicating that a child is being bullied.





- Signs indicating that a child is bullying others.
- Why kids do not ask for help.

Signs indicating that a child is being bullied

Look for changes in the child. However, be aware that not all children who are bullied exhibit warning signs. Some signs that may point to a bullying problem are:

- Unexplainable injuries.
- Lost or destroyed clothing, books, electronics, or jewelry.
- Frequent headaches or stomach aches, feeling sick or faking illness.
- Changes in eating habits, like suddenly skipping meals or binge eating. Kids may come home from school hungry because they did not eat lunch.
- Difficulty sleeping or frequent nightmares.
- Declining grades, loss of interest in school work, or not wanting to go to school.
- Sudden loss of friends or avoidance of social situations.
- Feelings of helplessness or decreased self-esteem.
- Self-destructive behaviors such as running away from home, harming themselves, or talking about suicide.

If you know someone is in serious distress or danger, don't ignore the problem. Get help right away.

Signs indicating that a child is bullying others

Kids may be bullying others if they:

- Get into physical or verbal fights.
- Have friends who bully others.
- Are increasingly aggressive.
- Get sent to the principal's office or to detention frequently.
- Have unexplained extra money or new belongings.
- Blame others for their problems.
- Don't accept responsibility for their actions.
- Are competitive and worry about their reputation or popularity.

Why kids do not ask for help

Statistics from the 2008-2009 school crime supplement show, that an adult was notified in only about a third of bullying cases. Kids do not tell adults, for many reasons:

- Bullying can make a child feel helpless. Kids may want to handle it on their own to feel in control again. They may fear being seen as weak or a tattletale.
- Kids may fear backlash from the kid who bullied them.
- Bullying can be a humiliating experience. Kids may not want adults to know what is being said about them, whether true or false. They may also fear that adults will judge them or





punish them for being weak.

- Kids who are bullied may already feel socially isolated. They may feel like no one cares or could understand.
- Kids may fear being rejected by their peers. Friends can help protect kids from bullying, and kids can fear losing their support.
- Support the kids involved
 - All kids involved in bullying – whether they are bullied

All kids involved in bullying – whether they are bullied, bully others or see bullying – can be affected. It is important to support all kids involved to make sure the bullying does not continue and affects can be minimized.

3.1 Support Kids who are bullied

3.2 Address bullying behavior.

3.3 Support bystanders who witness bullying.

4.1 Support Kids who are bullied

- Listen and focus on the child. Learn what's been going on and show you want to help.
- Assure the child that bullying is not their fault.
- Know that kids who are bullied may struggle with talking about it. Consider referring them to a school counselor, psychologist, or other mental health service.
- Give advice about what to do. This may involve role playing and thinking through how the child might react if the bullying occurs again.
- Work together to resolve the situation and protect the bullied child. The child, parents, and school or organization may all have valuable input. It may help to :

Ask the child being bullied what can be done to make him or her feel safe. Remember that changes to routine should be minimized. He or She is not at fault and should not be singled out. For example, consider rearranging classrooms or bus seating plans for everyone. If bigger moves are necessary, such as switching classrooms or bus routes, the child who is bullied should not be forced to change.

Develop a game plan. Maintain open communications between schools, organizations, and parents. Discuss the steps that are taken and the limitations around what can be done based on policies and laws. Remember, the law does not allow school personnel to discuss discipline, consequences, or service given to other children.

Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

Avoid these mistakes

- Never tell the child to ignore the bullying.





- Do not blame the child for being bullied. Even if he/she provoke the bullying.
 - No one deserves to be bullied.
 - Do not tell the child to physically fight back against the kid who is bullying. It could get the child hurt, suspended or expelled.
 - Parents should resist the urge to contact the other parents involved. It may make matters worse. School or other officials can act as mediators between parents.
- Follow-up: Show a commitment to making bullying stop. Because bullying is behavior that repeats or has the potential to be repeated, it takes consistent effort to ensure that it stops.

4.2 Address Bullying Behaviour

Parents, school staff and organizations all have a role to play.

- Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- Show kids that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- Work with the child to understand some of the reasons he or she was bullied.

For example

- Sometimes children bully to fit in. These kids can benefit from participating in positive activities. Involvement in sports and clubs can enable them to take leadership roles and make friends without feeling the need to bully. Other times kids act out because something else – issues at home, abuse, stress, is going on in their lives. They also may have been bullied. These kids may be in need of additional support, such as mental health services.
 - Use consequences to teach. Consequences that involve learning or building empathy can help prevent future bullying. School staff should remember to follow the guidelines in their student code of conduct and other policies in developing consequences and assigning discipline. For example, the child who bullied can
 - Lead a class discussion about how to be a good friend.
 - Write a story about the effects of bullying or benefits of team work.
 - Role play a scenario or make a presentation about the importance of respecting others, the negative effects of gossip, or how to cooperate.
 - Do a project about civil rights and bullying.
 - Read a book about bullying.
 - Make posters for the school about cyber bullying and being smart online.
 - Involve the kid who bullied in making amends or repairing the situation.
- The goal is to help them see how their actions affect others. For example, the child can:
- Write a letter apologizing to the student who was bullied.
 - Do a good deed for the person who was bullied or for others in your community.





- Clean up, repair, or pay for any property they damage.

Avoid strategies that don't work or have negative consequences.

- Zero tolerance or "three strikes, you are out" strategies don't work. Suspending or expelling students who bully does not reduce bullying behavior. Students and teachers may be less likely to report and address bullying if suspension or expulsion is the consequence.
- Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- Group treatment for students who bully does not work. Group members tend to reinforce bullying behavior in each other.

Follow-up. After the bullying issue is resolved continue find ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good friend.

4.3 Support bystanders who witness bullying

Even if kids are not bullied or bullying others they can be affected by bullying. Many times, when they see bullying, they may not know what to do to stop it. They may not feel safe stepping in the moment, but there are many other steps they can take.

- Stop bullying on the spot.

When adults respond quickly and consistently to bullying behavior they send the message that it is not acceptable. Research shows this can stop bullying behavior overtime. There are simple steps adults can take to stop bullying on the spot and keep kids safe.

Do:

- Intervene immediately. It is okay to get another adult to help.
- Separate the kids involved.
- Make sure everyone is safe.
- Meet any immediate medical or mental health needs.
- Stay calm. Reassure the kids involved, including bystanders.
- Model respectful behavior when you intervene.

Avoid these common mistakes

- Don't ignore it. Don't think kids can work it out without adult help.
- Don't immediately try to sort out the fact.
- Don't force other kids to say publicly what they saw.
- Don't question the children involved in front of other kids.
- Don't talk to the kids involved together, only separately.
- Don't make the kids involved apologize or patch up relation on the spot.

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Get Police help or medical attention immediately if:

- A weapon is involved
- There are threats of serious physical injury
- There are threats of hate-motivated violence, such as racism or homophobia.
- There is serious bodily harm.
- There is sexual abuse.
- Anyone is accused of an illegal act, such as robbery or extortion- using force to get money, property, or services.

DRESS CODE

PURPOSE:

The purpose of this policy is to define the acceptable forms of dress to be worn by all students at Emirates Future Int'l Academy.

POLICY STATEMENT:

1. Emirates Future Int'l Academy requires that all students wear the correct school uniform at all times while in attendance at school or while participating in educational field trips that occur off campus. This uniform reflects the values and traditions of the culture and society of the United Arab Emirates.
2. The students wear uniforms to reduce the environment of competition that can be created when individuals are allowed to wear clothes of their own choosing. Student must be primarily concerned with academic pursuits while in attendance at school.
3. School staff will inspect students on a daily basis to ensure that they are wearing the correct school uniform. The uniform should be neat and clean.
4. The Code of Student Conduct will be applied to students with repeated infringements of the school's dress code regulations.
5. Students may not wear the official school uniform during selected special occasions that may occur throughout the school year. The School Director will authorize the alternative arrangements than can be made during special occasions.
6. As stated in the school's Students and Parents Policy Manual, the following regulations must be obeyed by students in attendance at school or on educational field trips, unless special permission has been given:

The uniform

Students must wear the school uniform and P.E. Kit provided by the school that is available in the uniform store. Students who do not wear the correct school uniform cannot attend class. The school uniform should be clean and neat, preferably ironed and laundered daily. Students cannot write on their uniform for any reason.

Hair

- Students must tie back long hair. Girls may wear hair bands and clips. These





accessories must be blue, navy, or black in color.

- Students' hair must be clean and neatly groomed. It may not be extreme in style or color. Students must not color or streak their hair.

Accessories

- Students cannot wear any jewelry, other than a simple watch. Girls may wear small stud earrings.
- Students cannot wear makeup or nail polish. Students will not receive these products, following confiscation.
- Students cannot wear caps or other kinds of hats.

P. E. Uniform

- Students must wear the correct P. E. uniform for physical education classes. This includes the school P. E. t-shirt, pants and trainers or runners that are black or white only. Shoes should be tied and remain tied for the entire P. E. period, to prevent an injury to the student.
- Students cannot wear jeans, ragged, cutoff, or torn shorts, sweatpants, or shirts of the same nature.
- Students cannot wear any jewelry during P. E. period to prevent an injury to the student or others.





MOBILE PHONE POLICY

PURPOSE:

The purpose of this policy is to prohibit students from bringing mobile phones to school and establish the consequences for violation of the mobile phone policy.

POLICY STATEMENT:

- Mobile phones are not allowed in school.
- Students should leave their mobile phones at home.
- On a case-by-case basis (exceptional circumstances) in Grades 5-12, parents may request permission from the Head of Section for their son/daughter to bring the mobile phone. If brought the phone must not be used anywhere on campus and must be handed in to the Supervisor before the Morning Assembly. Phones are returned after last period bell.
- The School bears no responsibility for lost/stolen mobile phones.
- The School will confiscate any mobile phone or electronic devices found on campus.
- Phones not submitted to the Supervisor upon entering school will be taken by the administration.
 - a. 1st Offense – Hold until the end of the day Parent must pick it up and sign Undertaking
 - b. 2nd Offense – Hold 5 school days
Parent must pick it up and sign Warning Letter
 - c. 3rd Offense – Hold remainder of the school year (SIM card returned) Parent can collect with End of Year Report Card
- Pupils cannot use a mobile phone in an exam – even as a calculator (as per exam board regulations). Mobile phones are collected by exam invigilators prior to every public exam and are kept safely locked away until the exam finishes. Pupils must always hand their phone in during an exam or leave it at home.
- Students are strictly forbidden from taking photos or videos anywhere on ICS property (whether inside or outside of the classroom, school campus, or school bus) using their mobile phone or other electronic device. It is a criminal offence and will be dealt with severely.





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Contact with Parents/Guardian:

- The only way any arrangement with home can take place is through the school.
- Pupils cannot phone home from their mobile and arrange to go home.
- Parents cannot contact their child directly to arrange to pick them up. This must be done through the Supervisor or Receptionist.

